

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Procurement Services, Office of
Sub-Group: General Office Records
Series: Correspondence and Memoranda

Record Group no: W459
Sub-group no: 1A
Series no: 1

Description of series and its contents:

This series consists of the correspondence and memoranda produced for and by the Office of Procurement Services. The correspondence and memoranda in this series is organized by calendar year. The Office of Procurement Services “is charged with the responsibility of conducting the purchasing function in a manner which results in obtaining the most efficient and effective use of University funds. The conduct of University procurement policy shall be accomplished in accordance with ethical practices of the purchasing profession. The Purchasing Services Office is organized to serve and facilitate the objectives of the University, to make commitments in a consistent and orderly fashion, to maintain accurate and detailed records regarding purchasing, and to foster a high standard of public relations within the University as well as University suppliers and the general public.”

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence and Memoranda	2012